

CITY OF NORFOLK CDBG, HOME & ESG PROGRAM 2006 FUNDING APPLICATION PACKAGE



Performance Counts!

**Application Deadline:
December 10, 2004 at 5:00 P.M.**

Office of Grants Management
810 Union Street
Room 508, City Hall Building
Norfolk, VA 23510

If you have questions, or require technical assistance, please contact the
Office of Grants Management at (757) 664-4080



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CITY OF NORFOLK
CDBG, HOME AND ESG PROGRAM
2006 FUNDING APPLICATION

APPLICATION SUMMARY SHEET

This Application Packet is to be used by applicants applying for Community Development Block Grant (CDBG) funds, HOME Investment Partnership funds and Emergency Shelter Grant funds for the fiscal year 2006 funding cycle. This application should be submitted for each separate project (e.g. ***operating funds, acquisition, rehabilitation, demolition, childcare and tutorial programs***).

A. Eligibility and Funding Range

Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake the approved activity(ies) within the boundaries of the City of Norfolk. Each funded activity must be eligible and must address one or more of the three Broad National Objectives; benefit persons of low and moderate incomes, aid in the prevention or elimination of slums or blight, or meet other community development needs of particular urgency.

B. Submission Documentation

The required application format is included. Please note and fulfill all requirements.

Six copies must be provided, one of which should be unbound.

C. Submission Deadline

All applications must be submitted by Friday, December 10, 2004, by 5:00 p.m. to the Office of Grants Management, 810 Union Street, Room 508, Norfolk, Virginia 23510. This requirement is firm as to place, date, and time.

Mailed applications should be posted in time to be received by the date and time at the location above. No faxed applications will be accepted. Please provide the name of a contact person, along with telephone number and address. If you have questions or require additional information, please contact the Norfolk Office of Grants Management at (757) 664-4080.

If special assistance for the handicapped is needed for application pick up, please call the Office of Grants Management, (757) 664-4080, TDD (757) 664-7322 at least three working days before the application deadline.

APPLICATION REVIEW, DECISION PROCESS OVERVIEW AND FY06 CALENDAR

***Please Note: Late Applications will not be accepted.
Separate applications must be submitted for each project.
All other applications are obsolete.***

- The application review process has three phases. In the first phase, applications are reviewed by the Consolidated Plan Work Group, which consists of staff from City departments and agencies. Applications are initially reviewed for their eligibility under federal program guidelines. Eligible projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, experience, and past performance are also considered. Working with the Consolidated Plan Work Group is the **Consolidated Plan Advisory Group. This is a seven member citizen group composed of representatives from organizations and groups that advocate for low income persons or persons residing in areas affected by public actions. This group serves in an advisory capacity.**
- The Consolidated Plan Work Group prepares a recommendation that is forwarded to the Norfolk City Planning Commission. The Commission holds a public hearing on this recommendation, and subsequently, prepares its recommendation, which is forwarded to the City Council.
- The Norfolk City Council holds a public hearing on the City Planning Commission recommendation. The action of City Council adopts the Consolidated Plan, finalizing the budgets. Upon completion of the process, the City forwards the adopted Consolidated Plan to the U.S. Department of Housing and Urban Development for approval.
- Projects considered at the City Planning Commission and City Council public hearings are limited to those submitted according to the guidelines and timetables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.
- More detailed information describing these and other related citizen participation processes for the Consolidated Plan are found in Norfolk's approved Citizen Participation Plan. A copy of that plan can be obtained from Norfolk's Office of Grants Management, 810 Union Street, Room 508, Norfolk, VA 23510, or by calling (757) 664-4080.

FY 2006 Calendar

Request for Proposal (Application) Release Date	Wednesday, October 20, 2004
Technical Assistance Workshop	Monday, November 1, 2004 5:00 pm, 5 th Floor Conference Room, Norfolk City Hall
Deadline for Proposal Submissions	Friday, December 10, 2004 5:00 pm, Office of Grants Management, 5 th Floor of Norfolk City Hall
Application Interviews	Will begin on January 24, 2005
Notice of Requests that do not meet Funding Requirements	January 2005
City Planning Commission's Public Hearing on Proposed Use of Funds Statement	March 2005*
City Council's Public Hearing on the Proposed Use of Funds Statement	April 2005*
Letters of Awards/Denials	April 2005
Funding Year Begins	July 1, 2005

****Public Hearing Dates are tentative. Notices of all public hearings will be placed in the Virginia Pilot-Ledger Star and the New Journal Guide. Please watch for these notices to confirm dates and times of Public Hearings.***

EVALUATION CRITERIA

Demonstrated Need	Max. Points 20												
Project Description and Effectiveness	Max. Points 20												
Demonstrated Experience and Capacity	Max. Points 20												
Budget Completeness and Program Efficiency	Max. Points 20												
Financial Strength/Funding Leverage	Max. Points 10												
Collaboration with Other Agencies	Max. Points 5												
Preparedness for Outcomes Based Measurement	Max. Points 5												
<table> <tr> <th><u>Rating</u></th><th><u>Maximum Points</u></th></tr> <tr> <td>Very High</td><td>81-100</td></tr> <tr> <td>High</td><td>61-80</td></tr> <tr> <td>Average</td><td>41-60</td></tr> <tr> <td>Low</td><td>21-40</td></tr> <tr> <td>Very Low</td><td>0-20</td></tr> </table>		<u>Rating</u>	<u>Maximum Points</u>	Very High	81-100	High	61-80	Average	41-60	Low	21-40	Very Low	0-20
<u>Rating</u>	<u>Maximum Points</u>												
Very High	81-100												
High	61-80												
Average	41-60												
Low	21-40												
Very Low	0-20												

SCHEDULE A

AN OVERVIEW OF THE CITY OF NORFOLK'S CONSOLIDATED PLAN

I. Community Development Block Grant Federal Guidelines

- Each activity must be eligible and must address one or more of the three Broad National Objectives; benefit persons of low and moderate incomes, aid in the prevention or elimination of slums or blight, or meet other community development needs of particular urgency.
- Supports actions the City must certify, such as affirmatively furthering Fair Housing.

II. Consolidated Plan 2004-2008 Objectives

ISSUE	OBJECTIVE
Affordable Housing	Improve overall quality of Norfolk's Housing Stock.
Homeownership	Increase home ownership opportunities for low and moderate-income households.
Fair Housing	Provide equal access to affordable housing for all residents in the City of Norfolk.
Homelessness	Continue efforts to help eliminate chronic homelessness in the City of Norfolk.
Special Needs	Insure there is an adequate choice of housing suitable for persons with special needs in the City of Norfolk.
Non-housing Community Development Needs	<p>Priorities include encouraging continued homeownership, to attract new and expanding commercial and industrial activities and to increase and maintain balanced growth, with sufficient revenue from non-residential sectors to compensate for the cost of services of residential development.</p> <p>Priorities also include flood drain improvements, water and sewer improvements, streets, parks and recreational facilities, commercial and industrial rehabilitation, commercial, industrial infrastructure and employment training.</p>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION INFORMATION

I. Introduction

The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Grant recipients must certify that their use of funds will address one of three broad objectives - benefit low and moderate families (specifically, 70% of the grant funds must benefit low and moderate income persons), aid in the elimination of slums and blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

II. Norfolk's Community Development Block Grant Program

The CDBG program generally provides for wide range of activities. Within that framework, the City of Norfolk has prepared a set of guidelines to assist it in meeting Federal and Local objectives. These include:

1. Funding through the Community Development Block Grant program projects that are difficult to fund through other sources.
2. Working only with incorporated public, nonprofit, and for-profit entities to implement activities in the Community Development Block Grant program.

III. Priority Considerations

1. Projects that directly contribute to the goals and objectives of the Consolidated Plan and help the City meet federal program requirements. An overview of the Consolidated Plan is located in **Schedule A**.
2. Projects that directly contribute to ongoing community and housing improvements efforts.
3. Eligible activities that are difficult to fund through other sources.
4. Support of qualified community-based services that directly contribute to City objectives.

IV. Eligible Applicants

1. Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake the approved activity(ies) within the boundaries of the City of Norfolk.

2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet other federal requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Federal requirements include those listed in CFR Title 24, Part 570. All applicants should be aware that additional federal requirements apply.
4. Approved applicants must comply, or demonstrate reasonable ability to comply, with the City of Norfolk's Flow of Funds Requirements. A copy of the Flow of Funds Requirements can be obtained from Norfolk's Office of Grants Management, 810 Union Street, Room 508, Norfolk, VA 23510, or by calling (757) 664-4080.

V. Eligible Activities

Under current regulations, projects assisted with Community Development Block Grant funds may include only the following activities.

1. Acquisition of real property, including air and water rights and other interests, for any public purpose with certain exceptions.
2. Disposition of any real property acquired as part of the Community Development program or the retention of such property for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements including senior citizen centers, parks, playgrounds, centers for the handicapped, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms for air rights sites, pedestrian walks and walkways, and flood and drainage facilities.
4. Clearance, demolition and removal of buildings and improvements.
5. Provision of public services directed toward improving the community's public facilities and services concerned with employment, crime prevention, child care, health, drug abuse, education, welfare, or recreation. However, not more than 15 percent of the total grant amount may be used for public service activities.
6. Interim assistance to alleviate harmful conditions where immediate public action is determined to be necessary.
7. Payment of the non-federal share required in a federal grant-in-aid program undertaken as part of the community development program.

8. Payment of cost of completing existing urban renewal projects.
9. Relocation payments and assistance for persons, businesses, organizations and farm operations displaced by community development program activities.
10. Payments to housing owners for loss of rental income incurred in holding housing units to be utilized for the relocation of persons displaced by community development program activities.
11. Removal of material and architectural barriers that restrict mobility and accessibility of elderly and handicapped persons.
12. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities and lines of privately owned utilities where necessary and appropriate to implement revitalization or housing.
13. Rehabilitation of buildings and improvements including rehabilitation of publicly owned non-residential structures, modernization of public housing, and rehabilitation of private properties.
14. Enforcement of housing codes in delineated areas that are deteriorated or deteriorating in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area.
15. Rehabilitation, preservation, restoration, and acquisition of historic properties either publicly or privately owned.
16. Activities designed to implement strategies for economic development and neighborhood revitalization carried out by the recipient or a public or a private non-profit entity, a neighborhood-based profit organization, local development corporation, or Small Business Investment Company (SBIC).
17. Activities necessary to develop a comprehensive community development plan and a policy-planning management capacity to assist recipients in effectively determining needs, setting goals and objectives, and devising and evaluating programs/ activities.
18. Payment of reasonable administrative costs related to the planning and execution of community development and housing activities.

VI. Ineligible CDBG Activities

1. Assistance to buildings used for the general conduct of government, except to remove architectural barriers.
2. Expenses required to carry out the regular responsibilities of general local government.
3. Expenses of any political activities, such as candidate forums, voter transportation, or voter registration.

4. Purchase of equipment.
5. Expenses associated with repairing, operating, or maintaining public facilities, except operating and maintenance expenses associated with public service activities.
6. Assistance for the construction of new permanent residential structures or for any program to subsidize or finance such new construction.
7. Income payments such as housing allowances, down payments, and mortgage subsidies.

All projects must be located within City of Norfolk boundaries.

HOME INVESTMENT PARTNERSHIP PROGRAM APPLICATION INFORMATION

I. Introduction

The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans; strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing; providing financial and technical assistance to participating jurisdictions; extending and strengthening partnerships among all levels of government and the private sector, including for profit and nonprofit organizations, in the production and operation of affordable housing.

The City of Norfolk has been a participant in the HOME Investment Partnership Program since its inception. Through this program, activities have been undertaken to enhance ongoing neighborhood revitalization efforts, particularly within the Berkley, Brambleton, Park Place, Huntersville, and Lamberts Point communities. For the funding period covered by this application, the City will again assess proposals received in light of its adopted neighborhood plans and housing strategies.

II. Norfolk's HOME Program Parameters

The HOME program generally provides for a wide range of activities. Within that framework, the City of Norfolk has prepared a set of guidelines to assist it in meeting Federal and local objectives. These include:

1. Working only with incorporated public, nonprofit, and for-profit entities to implement activities in the HOME Investment Partnership program.
2. Contracting with the Norfolk Redevelopment and Housing Authority to provide oversight of all approved projects.
3. Requiring applicants to assist in satisfying the required Federal match of the HOME program. Qualifying project match includes, but is not limited to, cash, value of donated land and real property, value of donated materials and labor, waived taxes, fees, charges. Proposed match sources must be approved and consistent with program regulations.
4. Requiring a minimum of three units within a project. Federal regulations define a project as a site or an entire building, or two or more buildings, together with the site or sites on which the building or buildings are located, that are under common ownership, management, and financing and are to be assisted with HOME funds, under the commitment by the owner, as a single undertaking. Project includes all activities associated with the site or building.

III. Priority Considerations

1. Projects that directly contribute to ongoing community and housing improvements efforts will receive greater consideration.
2. Projects located in the following neighborhoods will be given greater consideration - Berkley, Lamberts Point, Huntersville, Park Place, and Brambleton.

IV. Eligible Applicants

1. Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake affordable housing activities within the boundaries of the City of Norfolk.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet other federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Federal requirements include those listed in US Code Title 42, Chapter 130 and CFR Title 24, Part 92. All applicants should be aware that additional federal requirements apply.

V. Eligible Activities

Several affordable housing activities are allowed under the program. To prevent duplication of services and to encourage performance in areas of need, the following distribution of permitted activities is provided:

A. For Profit Entities/Eligible Activities

1. Moderate and substantial rehabilitation of rental properties.

B. Nonprofit Housing Providers/Eligible Activities

1. Assistance to first-time homebuyers and existing homeowners.
2. Property acquisition.
3. New construction.
4. Reconstruction of property owned and managed by nonprofit. May be used in conjunction with #2, property acquisition.
5. Moderate or substantial rehabilitation of property owned and managed by nonprofit. May be used in conjunction with #2, property acquisition.
6. Site improvements.
7. Other reasonable and necessary expenses related to the development of non-luxury housing.

C. Public Housing Agencies/Eligible Activities

1. Assistance to first-time homebuyers and existing homeowners.
2. Property acquisition.
3. New construction.
4. Reconstruction.
5. Moderate or substantial rehabilitation.
6. Site improvements.
7. Demolition.
8. Relocation expenses.
9. Other reasonable and necessary expenses related to the development of non-luxury housing.
10. Administrative support.

D. Community Housing Development Organizations/Eligible activities

1. Homebuyer Assistance
2. Property acquisition.
3. New construction.
4. Reconstruction.
5. Moderate or substantial rehabilitation.
6. Site improvements.
7. Demolition.
8. Relocation expenses.
9. Other reasonable and necessary expenses related to the development of non-luxury housing.
10. Administrative support.

A Community Housing Development Organization (CHDO) has among its purposes the provision of decent housing that is affordable to low and moderate income persons; has a demonstrated capacity to carry out activities assisted with HOME funds; has a history of serving the community within which the housing to assisted with HOME funds is located; is organized under State or local laws; has standards of financial accountability; and has tax exemption under section 501(c) of the Internal Revenue Code. At least one-third of a CHDO's governing board must be low-income residents or elected representatives of such residents.

All projects must be located within City of Norfolk boundaries.

EMERGENCY SHELTER GRANT PROGRAM APPLICATION INFORMATION

I. Introduction

The Emergency Shelter Grant Program (ESG) is committed to sheltering families and individuals who find themselves chronic victims of homelessness. It continues its primary goal to support the efforts of the Norfolk Homeless Consortium (NHC) to meet the overall needs of the homeless as well as prevent homelessness.

II. Norfolk's ESG Program Parameters

The City of Norfolk's Department of Human Services (NDHS) focuses on the following strategies to complete the priority objective to eliminate chronic homelessness in the City of Norfolk:

- Continue to support and lead efforts for programs that help to prevent homelessness;
- Support and monitor eligible activities of established Emergency Shelter Programs;
- Encourage transitional housing arrangements and programs; and
- Support creative and innovative supportive services provided by ESG and recipients.

Goals include improving the quality of existing emergency shelters for the homeless, creating additional emergency shelters, assisting with the costs of operating emergency shelters, and of providing essential social services to homeless individuals, and to help prevent homelessness. HUD allocates ESG funds annually based on the formula used for the Community Development Block Grant (CDBG).

Applicants and recipients must be in compliance with all Federal Regulations including CFR Title 24, PART 576 - EMERGENCY SHELTER GRANTS PROGRAM: McKinney-VENTO HOMELESS ASSISTANCE ACT.

III. Priority Considerations

1. Projects that directly contribute to reducing and preventing homelessness will receive greater consideration.
2. Projects located in the following neighborhoods will be given greater consideration - Berkley, Lamberts Point, Huntersville, Park Place, and Brambleton.

IV. Eligible Applicants

1. Private nonprofit organizations, in accordance with 42 U.S.C. 11373(c).
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This

expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.

3. Applicants must be able to meet other federal requirements relative to ESG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Compliance with federal requirements includes those found in CFR Title 24, PART 576 - EMERGENCY SHELTER GRANTS PROGRAM: McKinney-VENTO HOMELESS ASSISTANCE ACT. All applicants should be aware that additional federal requirements apply.
4. Primarily Religious Organizations applicants must also comply with Title 24, Part 576, Subpart B, Sec. 576.23 Limitations.

V. Eligible Activities

Emergency shelter grant amounts may be used for one or more of the following activities relating to emergency shelter for the homeless:

1. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless;
2. Provision of essential services to the homeless, subject to the limitations in CFR 24 [Sec. 576.21](#);
3. Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings. Not more than 10 percent of the grant amount may be used for costs of staff;
4. Developing and implementing homeless prevention activities, subject to the limitations in 42 U.S.C. 11374(a) (4) and CFR 24 Sec. 576.21. Grant funds may be used under this paragraph to assist families that have received eviction notices or notices of termination of utility services only if the conditions stated in 42 U.S.C. 11374(a)(4) are met; and
5. Administrative costs, in accordance with 42 U.S.C. 11378.

All projects must be located within City of Norfolk boundaries.

APPLICATION INSTRUCTIONS

The following forms can be used for your request. If these forms are not used, your proposal must follow the same format. While additional pages may be used in responding, applicants are **STRONGLY ENCOURAGED** to be brief and very specific in their responses. **AN APPLICATION MUST BE SUBMITTED FOR EACH PROJECT.** (A project may have several interrelated activities. In that case, one application is sufficient.)

The application has six (6) sections. They are:

SECTION A - Application Cover Sheet: This summary sheet must be attached to your application.

SECTION B - Statement of Applicant: This statement outlines key conditions relative to the submission of the application. It must be signed by a person with appropriate authority and attached to the application.

SECTION C – National Objectives Requirements: In order for your application to be considered as benefiting low or moderate income persons, an activity must fall into one of the categories listed in this section.

SECTION D – Scope of Services: This section is designed to provide a complete description of project and the applicant's ability to successfully undertake the proposed project. All questions must be answered.

SECTION E - Budget Statements: This section is designed to provide a complete description of associated costs, and resources available for project(s) implementation. All requested data must be provided.

SECTION F - Required Attachments and Supportive Attachments: This section requires specific documents to be included with the application. Current letters of support are optional.

Make sure you have included all applicable data with your submission. Your application must be complete and correct as of the date of submission. Applications missing substantive items, or misrepresenting material facts, will be considered incomplete, and rejected.

ONLY SUBMIT SECTION'S A THROUGH F FOR OUR REVIEW.

Six copies of your application must be submitted, one of which should be unbound.

2006 FUNDING APPLICATION

App. # _____

SECTION A. AGENCY REQUESTING FUNDING

Please note: All other editions are obsolete. Do not change application format.
Separate applications must be submitted for each project.

Date: _____

Requested Grant Funding Type: _____ CDBG _____ HOME _____ ESG

Organization Name: _____

Project Name: _____

Project Address: _____

Exec Director Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Email Address: _____ Website (if applicable): _____

Employer (IRS) ID #:

Contact Name: _____ Title: _____

Contact Telephone #: _____ Fax #: _____

Contact Email: _____ Website (if applicable): _____

PROJECT FUNDING REQUEST

CD Funds Requested \$ Funding Leveraged from other Sources \$

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence statement about your project—not your organization.

SECTION B. STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That this request maybe forwarded for consideration under other budget processes if it is determined that alternative sources may be appropriate.
3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
4. That the City of Norfolk may request or require changes in the information submitted, and may substitute its own figures which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
5. That, if the project(s) is recommended and approved by City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
6. The City of Norfolk reserves the right not to fund any submittals received.
7. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
8. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines
9. That past program and financial performance will be considered in reviewing this application.
10. That services are to be provided at no cost to citizens during the grant period. All program income (i.e: fees, repayments, foreclosures, etc.) must be remitted to the City.
11. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
12. That, if project(s) is funded, the City will perform an environmental review prior to the obligation of funds.
13. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.
14. That a project's funding does not guarantee its continuation in subsequent action plans.

15. That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in Virginia, and in the aggregate naming the City, its employees and agents as additional insures) will be submitted to the City prior to receiving funds.
16. That proof of Fidelity Bonding, in an amount to be determined by the City of Norfolk, with a company licensed to do business in Virginia will be submitted to the City prior to receiving funds.
17. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.
18. Agrees to abide by the City of Norfolk's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2004.

Name of Organization

By:

(Signature)

(Title)

SECTION C. NATIONAL OBJECTIVE REQUIREMENTS

Please indicate which eligible activity categories the program falls under.
Use a pen to mark the appropriate box(es)

- a. This project is located in _____ **Census Tract(s)** (*Identify tract by number*)
- b. This project meets at least **ONE** of the HUD national objectives listed below (*please check all applicable*):
- _____ 1. Benefits low/moderate income individuals/households
 - _____ 2. Addresses the prevention or elimination of slums or blight
 - N/A 3. Meets a particularly urgent community development need.
- c. Check all statements that describe **HOW** this project or activity meets one of the National Objectives above:
- ☐ *L/M Area Benefit:* the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. *Examples:* street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.
 - ☐ *L/M Limited Clientele:* the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. *Examples:* construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
 - ☐ *L/M Housing:* the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. *Examples:* acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

NOTE: List is continued on the following page...

- ☐ *L/M Jobs:* the project creates or retains **permanent** jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. *Examples:* loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by L/M persons.
- ☐ *Slum or Blighted Area:* the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- ☐ *Spot Blight:* the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions detrimental to public health and safety. *Examples:* historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

d. Project Category [check one]:

- ☐ Acquisition of Real Property
- ☐ Disposition of Real Property
- ☐ Public Facilities and Improvements (e.g., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds.)
- ☐ Privately-Owned Utilities
- ☐ Public Service (i.e., a **new** service or an **increase** in the level of a service)
- ☐ Relocation Payments and Assistance to Displaced Persons
- ☐ Removal of Architectural Barriers, Handicapped Accessibility
- ☐ Housing Rehabilitation
- ☐ Historic Preservation
- ☐ Commercial or Industrial Rehabilitation, including facade improvements and correction of code violations.

SECTION D. SCOPE OF SERVICES

PART 1 Performance Measures

The U.S. Department of Housing and Urban Development in a September 3, 2003 Notice (CPD-03-09) stated that “By Program Year 2005, HUD anticipates that grantees will have implemented some form of a performance measurement system to reflect a way to gauge what constitutes success in each grantee’s jurisdiction.”

As a result, beginning with this 2006 Application, the City of Norfolk will require all applicants to use the “**outcome and performance measurement model**” in their application and future reporting. This applies to any applicant seeking CDBG funding.

IMPORTANT!

Since the CDBG, HOME and ESG application process is competitive, this requirement will have a direct impact on an applicant’s 2006 application. **It is recommended that any applicant for 2006 funding take this requirement seriously.**

A NEED STATEMENT is a description of need to be addressed.
GOALS are the proposed goals to reduce extent of problems or needs.
INPUTS are resources to be dedicated or utilized to meet proposed goals.
ACTIVITIES are what the program does with the input to fulfill its mission.
OUTPUTS are the direct products of program activities. Such as number served.
OUTCOMES can be both short term and long term and are the benefits that result from the program. Outcomes are the benefits to individuals, families, organizations, and communities derived from participation in a program or service. Outcomes are produced during or after their involvement in an activity.
How is the participant, client, community different following the activity?
What was the impact of the activity?

Anticipated Project Outcomes: Complete the charts on the next two pages to describe the most significant outcome(s) this project is expected to accomplish involving its participants for year 2005/2006. Copy chart and attach to describe additional outcomes.

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (SHORT TERM) LT (LONG TERM) Benefits that result from the program
EXAMPLE About 50 elementary students (20%) are considered at risk because of low grades, lack of participation in school activities and disciplinary problems (e.g. absences and tardiness, disruptive behavior). Many exhibit low self-esteem, limited social skill, and poor study habits. Many come from dysfunctional families, have immigrant parents who do not understand or speak English well and are often left unsupervised in their homes. These kids could be tempted to experiment with drugs and alcohol. Most have no money to afford tutors or after school activities	Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate income households	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies; board games, sports supplies and arts & craft materials	The program consists of 1 hour tutorial and 1 hour enrichment program offered MWF between 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board games (chess; etc) cooking, or arts and crafts.	20* students from low-mod households assisted w/ homework and other school work *unduplicated counts 20* students from low-mod households participating in enrichment programs	1. Increased number of homework completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)
DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)					
Indicator 1 - Percentage of homework completed and submitted on time. Method: The numbers of homework given for Math, English, and Area Studies will be collected for September and March and compared with each other through percentage distribution. Indicator 2 - Number of Students who have regular schedule for homework and test preparation. Method: Students will be asked to fill out a survey in September and in May, next year. Indicator 3: Changes in GPA from last year and this year. Method: Collect report cards from last year for each student and summarized onto a spreadsheet. Reports cards for the 3rd grading period will be compared to last year's.					

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (SHORT TERM) LT (LONG TERM) Benefits that result from the program
DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)					

SECTION D. SCOPE OF SERVICES CONTINUED

PART 2 – Project Narrative

Provide a brief, clear and concise description for each question or statement. **Answer on the first line under the question. Do not erase the question. Do not use a font smaller than 10 point. No attachments will be allowed, unless specifically indicated in each section. The application is designed to expand as you type. The page numbers will automatically change.**

a. Statement of Problem/Need:

Describe the problem or need the proposed activity is intended to address.

b. Target Population:

Describe the characteristics of the population to be served (i.e.; homeless, youth, seniors, handicapped, etc.) or the area to be benefited.

c. Project Description:

1. Describe the work to be performed, activities to be undertaken, or the services to be provided and who will be providing those services. Be concise in stating the nature and eligibility of the project, reasonable start and end date, program costs, positions, and operating expenses to be funded. Describe how you will reach your target population.

2. Indicate the number of unduplicated City of Norfolk residents who will be clients (this means the number who are served i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500) who will be served, and the number who are low/moderate income.

3. Describe project location including street address and nearest cross streets, indicate days and hours of operation. You may also use census tract numbers, and geographical description.

4. Describe procedures for documenting program participation including ethnic and income characteristics of participants. (Client participation records) HUD has now implemented 10 race categories, and a Hispanic ethnicity category; therefore **all** subrecipients must track this information.

5. Describe the relationship (collaboration) of the proposed activity to other services and community facilities addressing the same or similar problem. Discuss what agencies other than the applicant who will be involved with the project. If applicable, attach letters of intent from each

participating agency specifying the agency's role and contribution to the project; letters must document either a financial or in-kind donation.

d. Previous Accomplishments:

Describe the accomplishments your agency has achieved for the past three years. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. **Please be descriptive and include number of clients served for past 3 years.**

SECTION D. SCOPE OF SERVICES CONTINUED

PART 3 – Agency Narrative

Provide a brief, clear and concise description for each question. Do not use a font smaller than 10 point. Unless requested, no attachments will be allowed within this section.

a. Background:

1. Describe the purpose of the agency, as written in the Charter or mission statement.

2. Indicate the length of time the agency has been in operation, including the date of incorporation.

3. Describe the type of services currently being provided by the agency, including the number and characteristics of clients served.

4. List and briefly describe similar projects or past activities your organization has previously undertaken.

5. Discuss the outcomes of the programs mentioned above in measurable terms.

6. Describe the organization's experience in working with federal funds, including outcomes.

7. Describe the organization's experience in working with private or foundation grants, including outcomes.

8. Describe the organization's experience in working with City of Norfolk funds, including outcomes.

b. Qualifications:

1. Discuss the agency's ability to develop, implement and administer the proposed project.

2. Describe the agency's existing staff positions and qualifications, by name. *Ex. Mary Smith, Ex. Dir. list qualifications, year's with agency, etc.*

c. Financial:

Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audits performed. Describe financial oversight by the Board of Directors. Is there a bookkeeping service or accountant? Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five years.

SECTION D. SCOPE OF SERVICES CONTINUED

Part 4 - Finance Narrative

Provide a brief, clear and concise description for each question. Do not use a font smaller than 10 point. No attachments will be allowed within this section.

The City encourages CDBG funds be utilized as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified. Thus leveraging is very important in the application process.

a. Leveraging:

Leveraging may include cash match, donated or in-kind physical match (such as free office space, equipment, etc.) or in-kind match provided by volunteers. Briefly discuss the agency's leveraged funds.

b. Fee Structure:

It is acceptable to charge a reasonable fee for services. Sliding scale fees are encouraged. Please answer below as to whether or not fees are to be charged for any services delivered in conjunction with the program or project for which Federal funds are being requested. If fees are charged, provide a fee structure and certification that fees do not exceed the cost of delivery of service. **Attach a copy. Failure to submit the fee schedule for a fee-based organization will render your application non-acceptable.**

c. Recaptured Funds:

Have you in the last 5 years, had any funds recaptured (returned), or removed from your agency? This includes CDBG, HOME, HOPWA, State, Federal or other funds. If yes, explain.

d. Extension to Use Funds:

Have you in the last 5 years, requested an extension to utilize funds? If yes, explain.

SECTION E. BUDGETS

PART 1 Program Budget Form

Please complete the budget form below.

The budget narrative in the next section should be prepared in such a way as to give a total picture of your project and the resources available to it. It is important that your budget figures clearly relate to what is proposed in the Part 2 Budget Narrative Form.

This form may be reproduced, place additional copies directly behind this page
Please round up to nearest dollar.

Organization:

**Program
Title:**

Column B must equal columns C through G

Expense Category (A)	Total Project Budget (B)	CDBG, HOME or ESG Requested Amount (C)	(D) Agency Funds	(E) Other Federal Funds	(F) State/Local Funds	(G) Foundations /Other Public Funds
PERSONNEL SERVICES						
Salaries						
Fringe Benefits (Total)						
Payroll Services						
SUPPLIES						
Office Supplies						
Postage						
Program Supplies						
Other (Specify)*						
CLIENT SERVICES						
Direct Client Services*						
Food/Snacks (Client Only)						
Other:						
OPERATING						
Audit						
Bookkeeping/Accounting						
Consultants/trainers, etc.						
Telephone						
Utilities						
Rent (Building/Offices)						
Rent (Facility Use)						
Printing						
Liability Insurance**						

Expense Category (A)	Total Project Budget (B)	CDBG, HOME or ESG Requested Amount (C)	Agency Funds (D)	Other Federal Funds (E)	State/Local Funds (F)	Foundations /Other Public Funds (G)
Conference & Seminars						
Travel						
Staff Training						
Other (Specify)*						
Other (Specify)*						
EQUIPMENT PURCHASE						
Computers/Software						
Office Equipment						
Other (Explain)						
PROJECT COSTS (if applicable)						
Construction/Rehab Costs						
Off-site Costs						
Design Costs						
Project Admin/Ovrhead						
Other Project Costs (Specify)						
TOTALS:						

*Specify on Budget Narrative Form -- Section E Part 2

** Liability insurance is required of all subrecipients and may be paid from grant funds.

Note: Use one column for each non-Norfolk funding source, indicating which columns correspond to each source.

SECTION E. BUDGETS CONTINUED

Part 2 Budget Narrative Form

This section provides back-up for each line item shown in Section E, Part 1 Program Budget Form. Please make sure this detailed breakdown is consistent with the Program Budget. Round up to the nearest dollar.

Staff/Salary Breakdown: Please show all staff positions regardless of funding source, which relate to the proposed activity including the amount for fringe benefits. If multiple staff members have the same position/title, list separately, e.g. Counselor 1, Counselor 2. For each position that requested for funding, you must attach a current job description to the application.

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	x	% Time Spent On CDBG Project	=	Total Position Cost Requested from CDBG
Example: Case Manager	Current	\$25,000	\$5,000	\$30,000	x	40%	=	\$12,000
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
TOTAL SALARY REQUEST:								

If needed, please use the lines below each category for explanations. No more than two lines each category.

Office Supplies for the Office, not for Program Supplies

Types of Supplies	# People	x	Avg \$ cost	=	Total Program Cost		Requested This Proposal
		x		=			
		x		=			
		x		=			
		x		=			
TOTALS							

Direct Client Costs and Program Supplies

(Example: After School Snacks)		Total Annual Cost\$		Requested This Proposal
TOTALS				

Bookkeeping/Audit/Legal/Payroll Service

Identify name on the same line as service		Total Annual Cost\$		Requested This Proposal
Bookkeeping				
Audit/CPA				
Legal				
Payroll Services				
TOTALS				

Describe Consultants/Trainers/Instructors below (Do not place agency staff in this area)

		Total Annual Cost\$		Requested This Proposal
TOTALS				

Telephone & Utilities (Office)

	# Months	x	Avg \$ cost	=	Total Project Cost		Requested This Proposal
Telephone Base Rate/Month							
Electric							
Water							
TOTALS							

Office Rent/Lease (building and/or facility – specify)

Service: (Specify)	# Months	x	Avg \$ cost	=	Total Project Cost	Requested This Proposal
TOTALS						

Insurance/Bonding

Specify the name of each insurance and bond.	Total Annual Cost\$	Requested This Proposal
Insurance		
Liability Bond:		
Fidelity Bond		
TOTALS		

Operating Costs and Miscellaneous

Example Office Equipment (specify)	Total Annual Cost\$	Requested This Proposal
TOTALS		

Conferences, Seminars, Travel, and Staff Training

	Total Annual Cost\$	Requested This Proposal
TOTALS		

Construction Rehabilitation Costs, Off-Site Costs, Design Costs, Project Overhead and Administration Costs, and other Project-related Costs

	Total Annual Cost\$	Requested This Proposal
TOTALS		

Total Program Budget divided by Number of Clients to be Served = Per Client Cost \$

If your project is funded this year and is an on-going or multi-phased activity, provide evidence by attaching proof of commitments for the project.

SECTION E. BUDGETS CONTINUED

Part 3 Other Project Funding

Have you received or applied for the City of Norfolk or other local funds for this program?
Please list below:

Source Add the Name of the Source in the Source Column	Commitment Received		Federal Funds		Amount (\$)
	Yes	No	Yes	No	
City of Norfolk ESG					
City of Norfolk CDBG					
Other Local Funds					
Other Local funds					
State Funds					
Other Funds					
TOTAL ALL SOURCES OF FUNDS					\$

Part 4 Program Priorities

Program Priorities

Due to the fact that funding requests typically exceed funding availability, please prioritize your line item budget request. This will enable the evaluators to make a fully informed decision, should your project not be recommended for full funding. **This is extremely important.**

Priority Ranking	Line Item Category	Amount
Priority #1		
Priority #2		
Priority #3		
Priority #4		
Priority #5		
Priority #6		
Priority #7		
Priority #8		
Priority #9		
Priority #10		

Please explain how you arrived at your priority choices and the impact to the program budget.

SECTION E. BUDGETS CONTINUED

PART 5 In-Kind and Leveraging Explanation Form

List the proposed leveraging sources for the upcoming fiscal year. Example, Source: Space rent donated is counted as an in-kind, 5 car washes @ \$500 each = Projected Value \$2,500 and is counted as cash. Please check the appropriate box for In-Kind or Cash. (Attach additional In-kind and Leveraging Explanation Forms if necessary directly behind this page)

In-Kind and Cash Program Contributions

Entity/Proposed Source	Type	Annual Project Value in \$	In-Kind	Cash
Example: CC School District	Space Rent	\$5,000	X	
TOTAL DOLLAR VALUE				

Volunteer Hours Calculation: Volunteer hours can be calculated at an hourly rate, and annual hours must be based on previous year's documented hours or on documented commitments for the fiscal year the application is submitted. Professional services may be calculated at the rate normally charged by the professional volunteer to for-profit entities, but this calculation must be accompanied by a signed affidavit from the volunteer stating his/her normal rate and the # of hours to be volunteered to this project for the application's fiscal year.

1) General Volunteers (Type & #)	Number of Annual Hours	x	Per Hour Rate	=	Total \$ Value
		x		=	
		x		=	
2). Professional Volunteers (specify)		x		=	
		x		=	
		x		=	
		x		=	

Explanation of above entries as needed:

SECTION E. BUDGETS CONTINUED

Part 6 Continuum of Service

For 30 years, Community Development Grants Block Grant funds (CDBG) from the federal Department of Housing and Urban Development (HUD) have provided critical support to low and moderate income neighborhoods in over 1000 communities. This program has been recognized as one of the largest, ongoing, predictable sources of funding to communities nationwide. It also realizes the importance of local decision making by giving the City of Norfolk's officials and citizens the ability to decide how the funds will best met their communities' needs.

Despite the success of this program, CDBG funding is threatened both here and throughout the country. Decreasing the CDBG funding allocation may result in decreased funding for the City of Norfolk.

Please describe the effect on your programs should your organization not receive CDBG funding.

SECTION F. Required Documents and Optional Support Documents

Please attach to this sheet the following required support documents.

***Failure to provide these documents is grounds to reject this application.**

1. A copy of the organization's most recent Audit/Financial Statement and a current budget indicating projected revenue sources and expenditures.
2. A list of the Organization's Board of Directors which indicates their address, phone, neighborhood of residence, place of employment, and term of appointment.
3. Proof of incorporation.
4. Proof of tax exempt status, or effort to obtain same prior to receipt of funding.
5. Copy of the agency's most recent personnel policy, affirmative action plan and grievance procedures or a statement indicating that such plans are not in place.